



Meeting Date	March 28, 2007	Time	10:00 – 11:30
Location	Conference Call; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	N	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Candace Davis	CMFD	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	Y	
Guest Name	Organization	✓	E-mail
Tiyo Fonte		Y	
Jackie Schreckengost		Y	

Agenda:

1. Training – Jackie Shreckengost
2. CFO Council Update and Chapter 10 – Lois Coleman
3. Update on SOPs – Paul Johnson

Minutes

1. All LO/SOs have provided the number of staff who should be trained. Based on responses, training courses will likely be offered in Seattle and Boulder.
2. Lois Coleman went over the presentation on reimbursable policies that was given to the CFO Council on March 21. The CFO Council approved the policies and Chapter 10 is now complete.
3. On March 28, the sub-group working on the SOPs sent out a revised draft for comment. LO/SOs should review the draft and provide comments to Paul Johnson. The draft will be discussed in detail at the next meeting of the RWG on April 10.
- 4.

The next meeting will be:	April 10, 2007
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